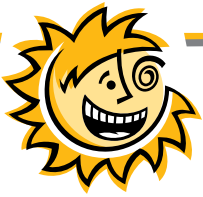


## Planning Checklist

1 of 2

Action	Date Completed
1. Meet with community leaders, if possible, or survey community for assistance in determining suitable site locations.	
2. Choose possible sites and compile written documentation supporting the eligibility of each site. This involves determining the method to be used to show need (such as area eligibility based on census tract or school district data, or the enrollment of each participating child).	
3. Choose method of meal preparation (self-preparation of meals or purchase of meals from a school food authority or a public or private food service management company).	
4. If meals will not be prepared by the sponsor, contact local schools and other possible vendors concerning vending meals for the Program.	
5. Contact recreation departments, schools, and local service organizations to coordinate recreation activities with planned food service at sites.	
6. Contact reliable site supervisors from previous year(s) to determine if they have an interest in continuing in the Program.	
7. Attend training workshops offered by State agency personnel.	
8. Hire secretarial staff to assist the program director.	
9. Develop specifications for the invitation to bid (if applicable).	
10. Publicly advertise the bid, at least 14 days before bid openings (if applicable).	
11. Estimate potential Program reimbursement and develop budget and staffing plans for the Program.	
12. Solicit volunteer help at sites whenever possible.	
13. Hire an assistant program director, if necessary.	
14. Design forms, use the State agency's sample forms, or the sample forms in the Reference Section of this handbook for all aspects of Program operations.	
15. Set up a filing system for those documents that must be maintained for at least 3 years.	
16. For camps, obtain data for each child to document eligibility for free or reduced price school meals. This also applies to sites where eligibility is based on the enrollment group served.	
17. Notify the health department of your intention to operate a food service program, giving a list of sites you plan to serve.	
18. Submit to the State agency a copy of the notification letter to the health department as part of the application for participation.	
19. Conduct a pre-operational visit to all new or problem sites.	



## Planning Checklist

2 of 2

Action	Date Completed
20. Submit a complete application with accompanying documents to the State agency. Include all attachments as requested by the State agency.	
21. Use proper procedures to select a vendor (if applicable).	
22. Meet the vendor and develop delivery schedules (if applicable).	
23. Arrange for facilities, equipment, and food purchases at self-preparation sites (if applicable).	
24. Hire monitors and site supervisors.	
25. Hold training workshops for monitors and site supervisors.	
26. Announce the availability of the Program and the nondiscrimination policy through the local media.	
27. Finalize monitoring schedules and any emergency procedures.	
28. Arrange to have a nondiscrimination poster, either developed by USDA or approved by the State agency, for each site.	